



COMPETENCY PROFILE

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Effective	Feb-2022

Position:	Accounting Assistant – Accounts Payable
Department:	Accounting Department
Immediate Superior:	Accounting Supervisor
Immediate Subordinates:	
Key Contacts:	Hotel Manager, Cash & Property Management Supervisor (CPMS), Property Custodian, Chief Cook, Hotel Accountant, CPO, Finance-Purchasing Officer, Treasury Supervisor, Treasury Assistant

Key Objective

To provide accounting support through timely processing invoices, check request, maintaining accurate data, nurturing positive relationships with suppliers, and researching ways to save money and improve profitability.

FUNCTIONAL/TECHNICAL COMPETENCIES

1. Competency Unit: Processing of Invoices

Elements:	Performance Standards:
a. Processing of Invoice - Supplier	<ul style="list-style-type: none"> Scanned copies of documents from Cloud (currently Google) folders are saved in shared (on premise) drive file. Completeness of required documentation and approvals is reviewed before processing payments. Accurate entries are encoded in the accounting system on a timely manner submitted to Accounting Supervisor for review and approval. Transmittal of Accounts Payable (AP) Invoice Batch Entry/List to the Corporate Treasury Department on an agreed service level agreement. AP Invoice and Adjustment batches are posted daily.
b. Processing of Invoice – PCF	<ul style="list-style-type: none"> Scanned copies of documents from Cloud (currently Google) folders are saved in shared (on premise) drive file. Completeness of required documentation and approvals is verified before invoice processing. Accurate entries are encoded in the accounting system on a timely manner and are submitted to Accounting Supervisor for review and approval. Transmittal of Accounts Payable (AP) Invoice Batch Entry/List to the Corporate Treasury Department on an agreed service level agreement. AP Invoice and Adjustment batches are posted daily. Daily Updating of PCF Monitoring Cloud (currently Google Sheet) file.
c. Processing of Utilities and other billings	<ul style="list-style-type: none"> Completeness of required documentation and approvals is verified before processing of Invoice. Accurate entries are encoded in the accounting system on a timely manner and submitted to Accounting Supervisor for review and approval. Transmittal of Accounts Payable (AP) Invoice Batch Entry/List to the Corporate Treasury Department on an agreed service level agreement. AP Invoice and Adjustment batches are posted daily.

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FUNCTIONAL/TECHNICAL COMPETENCIES

2. Competency Unit: Handling Other Administrative Tasks

Elements:	Performance Standards:
a. Preparing Monthly Invoice	<ul style="list-style-type: none"> Prepare AP Invoice Batch Entry / List for Statutory requirements, rentals, Payroll, contractor, inter branch billings, HMIP, SHC, Retirement, Corporate, Management, Directors, and Interest Fee.
b. Conducting Monthly Inventory	<ul style="list-style-type: none"> Monthly inventory of branch stocks such as housekeeping, pest control, office, repairs and maintenance, food & beverages and other kitchen supplies are conducted once every end of the month.

3. Competency Unit: Preparing Branch Accounts Payable Reports

Elements:	Performance Standards:
a. Reports	<ul style="list-style-type: none"> Generation of AP Ageing Reports per month Generation of Total Qty and Amount of Purchase per Hotel Items

4. Competency Unit: Maintaining Client Relations

Elements:	Performance Standards:
a. Interacting with Client	<ul style="list-style-type: none"> Client queries are answered accurately or as needed, referred to concerned personnel. Personal grooming is maintained throughout the shift according to established standards for the position.
b. Handling client's complaint	<ul style="list-style-type: none"> Complaints are addressed immediately according to set protocols. As needed, complaints are referred to immediate superior or concerned parties.

Working Conditions

- Office based and Work from home schedule.
- Office Hours M-Th 8:00am to 6:30am, F 8:00am to 7:00pm
- Conduct periodic visit to assigned branches.

Minimum Job Specifications

- BS in Accountancy / Accounting Graduate.
- At least 6 months to 1 year experience in using MS Excel

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Position: Accounting Assistant – Accounts Receivable

Department: Accounting Department
Immediate Superior: Accounting Supervisor
Immediate Subordinates:
Key Contacts: Cash & Property Management Supervisor (CPMS), Cashier, Hotel Accountant (HA), Credit and Collection Supervisor, Treasury Supervisor and Treasury Assistant

Key Objective

To provide accounting support through Revenue Audit of sales transactions, encoding of advances to suppliers and advances to employees and officers, proper posting and maintenance of City Ledger Accounts, Credit Cards, Debit Cards and other online-payment platforms, review, monitoring and control of Account Receivable Ageing and balances.

FUNCTIONAL/TECHNICAL COMPETENCIES**1. Competency Unit: Recording Branch Sales****Elements:**

a. Verifying Revenue and Accounts Receivable Documents

Performance Standards:

- Cashier’s report and necessary documents obtained from CPMS are crosschecked for completeness and accuracy.
- Revenue, Cash Collection and Menu Consumption Report are downloaded from the Hotel Management System.
- Discounts and Free Room/Meals are checked, to verify if there are proper approvals from Hotel Supervisor or Manager.
- Discrepancies are noted and reported to concerned person/department for resolution within designated timelines
- Monitoring of Daily Cash Sales Deposit based on bank deposit slip attached to the cashier’s report or thru bank statement.
- Ensuring record completeness of Credit/Debit card, OTA’s, Government and City Ledger Accounts (private company) transactions.

b. Encoding Revenue Transactions

- Sales from rooms, food and beverage, and discounts are encoded into an excel file to generate Sales (Football) Report and Cashiers’ Shortages/Overages Report.
- Sales entries will be posted in the Accounting Software under Accounts Receivable Module
- Cashier’s Shortages/Overages Report is given to CPMS every Monday and after the month-end reports, securing RFE’s and reconciling of doubtful transactions.
- Inter-branch Sales Billings are properly booked and billed accordingly

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FUNCTIONAL/TECHNICAL COMPETENCIES

2. Competency Unit: Encoding of Accounts Receivable and Receipts

Elements:

- a. Recording or advances to supplier and advances to employee or officers
- b. Receipt and Adjustments

Performance Standards:

- Purchase Orders with Post-Dated Checks, Dated Checks and with Down Payment terms will be recorded in the Accounting Software under AR Module
- Advances to employees or officers will be recorded in the Accounting Software under AR Module.
- Recording of Monthly Rental Income and Receivables from tenant and utilities charging
- Liquidations of advances will be checked and verified by Hotel Accountants prior for posting in Accounts Receivable Adjustment module
- Preparation of receipt entry of intercompany/interbranch charging in coordination with CTD for deposits.
- Preparation of Receipt entry of Rental payment of Tenants in coordination with CTD for deposits.
- Record and receipt of Debit/Credit Cards, OTA's, Government, and City Ledger (private companies') payments in coordination with C&C Department

3. Competency Unit: Preparing Branch Accounts Receivable Reports

Elements:

- a. Reports

Performance Standards:

- Generation of AR Ageing Reports per month
- Generation of Total Collections & Deposits per month
- Generation of Revenue per Market Segment

4. Competency Unit: Maintaining Clients and Co-Employee Relations

Elements:

- a. Interacting with Clients (Branch and Corporate)
- a. Handling Complaints

Performance Standards:

- Client's queries are answered accurately or as needed, referred to concerned personnel.
- Conducting month-end food and supplies inventory in branch.
- Personal grooming is maintained throughout the shift according to established standards for the position.
- Promote camaraderie and respect within the company
- Complaints are addressed immediately according to set protocols.
- As needed, complaints are referred to immediate superior or concerned parties.

Working Conditions

- Office-based with conditional Work Form Home set-up
- Office Hours M-Th 8:00am to 6:30am, F 8:00am to 7:00pm
- Conduct periodic visit to assigned branches.

Minimum Job Specifications

- BS in Accountancy / Accounting Graduate.
- At least 6 months to 1 year experience in using MS Excel

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